1. Certain records in the production file will be destroyed. Will it still be possible to determine from the project file that these records were produced? ~~and that~~ Will the project file tell us where to find these records? *because they are available* ↑

BM 1/25/68

2. Reports Officers used to keep logs of "production" made from "agent production". These logs were generally carried by project. Also, each report heading provided for "source", and an evaluation of the source. In effect, production is given to Reports Officers when another type file is kept. Another records series, if you will. I have seen production – raw reports, etc. takes an entire safe. I think Ed's approach is pragmatic. I can see Ed's concern, but I don't think it is of major consideration in the project file except presented. Rec: Concur with

Ray 1/26/68

3. It appears that DDP is endeavoring to establish good records practices by setting up uniform filing system to make project files more meaningful; speed up reference activities; keep current files to the minimum necessary for daily operations, and, also, will provide for well documented files for historical purposes. Sounds good to me.

STATINTL

1-26-68

4. Despite my reservations in #1, I consider this an excellent move to manage an important records series. fgh 1/29/68